

23 APR 1970

MEMORANDUM FOR: Executive Director-Comptroller

THRU : Deputy Director for Support

SUBJECT : Quarterly Records Management Board Report --
January - March 1970

1. This report is for information only.

2. During the first quarter of 1970 the Agency Components removed another ^{5,321}5,500 cu. ft. of material from the Records Center. Unfortunately, the new accessions for the period were ^{3,474}3,500 cu. ft. permitting a gain of only ^{2,047}2,000 feet of storage space for this quarter. Since the purge of material from the Records Center began almost two years ago, a total of some ^{36,423}32,800 cu. ft. of material has been removed. But, during that period, the new accessions have permitted an overall net gain of only ^{6,637}4,600 cu. ft. in our records storage capacity.

3. Board actions continue in other elements of the Records Program to control records growth and storage:

- a. DCI Area -- Records being stored for offices in the DCI Area total 1,900 cu. ft. The Cable Secretariat has the largest volume (850 feet). He has microfilmed some 200 cu. ft. of the hard-copy cable reference file and plans to film another 600 during the coming year. Unfortunately, no action is being taken by the other large DCI depositors such as ONE (186 feet), O/DCI (177 Feet), and O/LC (100 feet).

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Also, we are holding 278 cu. ft. for NSC at the original request of [REDACTED]

- b. DDI -- Records stored for DDI total 33,000 cu. ft. Last quarter they disposed of another 3,000 feet, making a total net reduction of 10,000 feet during the purge. New disposal schedules are being prepared to maintain a control on these volumes.
- c. DDP -- The DDP volume stored is 24,000 feet. Their review of individual documents continues, and of the 440 cu. ft. reviewed this quarter, some 350 cu. ft. were destroyed. Unfortunately, new accessions increased the DDP net volume 125 feet last quarter. Despite their total disposal of 2,650 cu. ft., DDP volume has grown 530 feet during the purge. A pilot microfiche project to film 201-files and destroy the hard copy was approved by the DDP and is underway. A major effort for some months has been the selecting of DDP personnel for career development in records management.
- d. DDS -- The DDS volume is 21,500 feet. Besides the disposal of 744 cu. ft. last quarter, an increased effort was made to reduce the volume of files before they were retired. In the last quarter the volume of new DDS accessions (584 cu. ft.) was 159 cu. ft. less than in the same period a year ago.

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- e. DDS&T -- The DDS&T volume stored is 3,900 cu. ft. The filming of OSP cables has been completed, and another microfilming project, ^{FMSAC}involving 800 cu. ft. of analogue documents is being studied. Unfortunately, the DDS&T microfilming plans are currently stymied by the fact that Printing Services has no equipment to meet the needs of microfiche-type microfilming projects.

4. Despite the foregoing activities, the Agency continues to be plagued with pockets of records problems.

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- a. The use of [REDACTED] and installation of motorized shelving in the Records Center will provide 40,000 cu. ft. of new storage capacity sometime next year. It is estimated this will suffice for 4 or 5 years. Agency plans to use more microforms must be accelerated. This will require a massive involvement of manpower, funds, training, and procedure disruptions comparable to the recent revolution the computers stimulated.
- b. Work on the records purge and tighter control schedules will continue in an effort to extend the Records Center capacity-life beyond 5 or 6 years. But eventually Agency policy must be established concerning the volumes of office


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records which are being stored beyond the legal requirements because the CI Staff feels they may have some future use. To date, at CI insistence, we are storing obsolete records from:

O/Personnel	-- Applicant Files	-- ⁸⁹¹ 200 cu. ft.
O/Finance	-- Voucher Files	-- 3,000 cu. ft.
TSD/DDP	-- Passport Files	-- ⁶⁰⁰ 800 cu. ft.

- c. The Records Center continues as a service with little more than persuasion to control the volumes deposited by various Directorates. The Board is studying a system of allocating Records Center space to Directorates to compel self-policing. Unfortunately this defeats the economics principle upon which the Records Center was created. When the Directorate space is filled the offices will be forced to hold inactive records in office space which is ten times more costly than Records Center storage space. The preference is to have Records Officers in major areas to control the record problems. The current personnel limitations indicate little hope for Records Officers to cope with the Agency's major product -- Documentation.

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Chairman
Records Management Board